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SECRETARY OF THE AIR FORCE**

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**AIR FORCE MANPOWER ANALYSIS
AGENCY (AFMAA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This directive states the mission, defines the command structure, and establishes the responsibilities for the Air Force Manpower Analysis Agency (AFMAA). AFMAA is a Field Operating Agency organized under the Deputy Chief of Staff, Manpower, Personnel, and Services, Headquarters, United States Air Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, Recommendation for Change Publication; route AF Forms 847 from field units through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). In collaboration with the Chief of the Air Force Reserve (AF/RE), and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for Air Force Manpower Analysis Agency. This publication may not be supplemented.

1. MISSION

1.1. The Air Force Manpower Analysis Agency (AFMAA) improves AF mission performance, effectiveness and resource efficiency by determining current and future, and peacetime and wartime manpower resource requirements. AFMAA partners with Deputy Under Secretary of the Air Force Management (SAF/MG), Headquarters United States Air Force Directorate of Manpower, Organization and Resources (HQ USAF/A1M), AF functional communities, and field commanders to complete process improvement initiatives

and objective and innovative manpower studies, develops AF-level manpower programming factors, performs special HQ USAF studies, and assists Major Commands (MAJCOMs) with strategic sourcing and Continuous Process improvement (CPI).

2. COMMAND

2.1. The AFMAA Commander: Reports directly to the Director, Manpower, Organization and Resource Directorate (AF/A1M) and is authorized direct liaison authority with SAF/MGM.

2.2. Commands personnel assigned to AFMAA; organizes, trains and equips AFMAA personnel with appropriate resources and infrastructure to accomplish the AFMAA mission as contained herein (or as directed) and prepares deployable personnel and assets to support combat, combat support and contingencies as directed.

3. RESPONSIBILITIES

3.1. In concert with AF functional managers, recommend to the AF Corporate Structure and the Enterprise Process Improvement Council, the most efficient and effective use of AF manpower resources.

3.2. Partner with Air Staff functional managers to conduct a zero-based review of Air Force-wide common functions.

3.2.1. Validate Air Force-wide military and civilian manpower, before they are used in the programming/resourcing process.

3.3. Assist functional managers to implement Air Force Strategic Sourcing and Commercial Activities (CA) programs. Assist Air Force functional communities and field units with executing the CA process and developing related products.

3.4. Execute SAF/MG's guidance on Air Force Process Improvement initiatives.

3.4.1. Develop procedures and processes for, and direct and perform Air Force-wide process improvement events.

3.4.2. Assist and advise MAJCOM functional communities when performing MAJCOM CPI events.

3.4.3. Conduct process improvement activities before the development of organizational and process-related standards.

3.5. Provide operational contingency support to HQ USAF by implementing Air Force-wide manpower readiness programs and maintaining AF wartime manpower systems and data.

3.6. Provide manpower and management consultation services to HQ USAF and Air Force functional communities for systems optimization, improved resource utilization, and enhanced mission effectiveness/efficiency in peace and contingency operations.

3.7. Develop programming tools, organizational and process-related standards, organizational staffing requirements, and resource allocation studies.

3.8. Promote and manage performance awards. Execute the Airman Powered by Innovation (API) program on behalf of SAF/MG, to include responsibility for the API Program Data System.

- 3.9. Serve as Air Force functional lead for Logistics Composite Model.
- 3.10. Project, plan, and execute the education, training, and career progression requirements of personnel in the manpower management profession.

GINA M. GROSSO
Lieutenant General, USAF
DCS, Manpower, Personnel and Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-360, *Publication and Forms Management*

AFI 38-601, *Format and Content of Mission Directives*

AFMAN 33-363, *Management of Records*

AFMD 38-6, *Mission Directives*

AFPD 1, *Air Force Culture*

HAFMD 1-32, *Deputy Chief of Staff of the Air Force, Manpower, Personnel, and Services*

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAA—Air Force Manpower Analysis Agency

AFRIMS—Air Force Records Information Management System

API—Airman Powered by Innovation

CA—Commercial Activities

CPI—Continuous Process improvement

IAW—In Accordance With